United Nations ST/AI/2016/2

Secretariat

1 July 2016

Administrative instruction

Repatriation grant

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/2009/4, and for the purpose of implementing annex IV to the Staff Regulations and staff rule 3.19, hereby promulgates the following:

Section 1
General provision

Repatriation grant shall be paid to former internationally recruited staff members under terms and conditions set out in annex IV to the Staff Regulations, staff rule 3.19 and in the present instruction.

Section 2
Eligibility

2.1 Pursuant to annex IV to the Staff Regulations and staff rule 3.19, former staff members who were internationally recruited shall be eligible for payment of the repatriation grant when the following conditions are met at the time of separation of the staff member:

(a) The Organization has the obligation to repatriate the staff member after five years or longer of qualifying service, as defined in section 3 of the present instruction;

(b) The staff member resides outside his or her home country and country of nationality, as defined by staff rule 3.19, while serving at the last duty station;

(c) The staff member has not been dismissed or separated from service for abandonment of post.

2.2 No repatriation grant shall be paid to:

(a) A staff member locally recruited under staff rule 4.4;

(b) A staff member who has permanent residence status in the country of the duty station at the time of separation.

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Section 3
Qualifying service

3.1 Pursuant to staff rule 3.19 (b) (v), qualifying service for purposes of the repatriation grant upon separation from service means five years or more of continuing service on a fixed-term or continuing appointment[1] and residence away from the home country and the country of nationality of a staff member, or from a country where the staff member has acquired permanent resident status.

3.2 Service shall be considered broken by separation from service as defined in staff rule 9.1. If a former staff member is re-employed under staff rule 4.17, a new period of qualifying service shall begin upon his or her re-employment. Qualifying service shall be considered to remain continuous during periods of special leave. However, service credits for purposes of computation of the grant shall not accrue during periods of special leave with partial pay or without pay of one full month or longer.

3.3 When qualifying service outside the home country and the country of nationality or country of permanent residence has been interrupted by service within one of those countries, qualifying service credits towards the repatriation grant shall be counted as follows:

(a) Qualifying service credits towards the repatriation grant shall be reduced by twice the number of completed years and months of non-qualifying service within the home country, or the country of nationality, or country of permanent residence;

(b) After reassignment to a duty station outside the home country and the country of nationality, or country of permanent residence, qualifying service credits towards the repatriation grant shall be restored at twice the normal rate until such time as the service credits reduced by virtue of paragraph (a) above have been restored. Thereafter, qualifying service credits shall accrue at the normal rate until the maximum of 12 years is reached, pursuant to annex IV to the Staff Regulations.

3.4 Qualifying service credits for staff members who have been exceptionally authorized to acquire or maintain permanent resident status in the country of their duty station and subsequently change that status shall begin to accrue from the time such change was made, provided that all other requirements are satisfied.

Section 4
Evidence of relocation

4.1 Pursuant to staff rule 3.19 (d), payment of the repatriation grant after separation from service of an eligible staff member shall require prior submission of documentary evidence satisfactory to the Secretary-General that the former staff member has relocated away from the country of the last duty station.[2]

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[1] In accordance with staff rule 13.1 (a), all permanent appointments shall be governed by the terms and conditions applicable to continuing appointments under the Staff Regulations and the Staff Rules, except as provided otherwise under the same staff rule (13.1 (a)).

[2] Repatriation grant with respect to qualifying service rendered before 1 July 1979 shall be paid to former staff members who meet the conditions of eligibility set out in staff rule 3.19 (c), without evidence of relocation away from the country of the last duty station.

4.2 The requirement of section 4.1 above shall normally be satisfied by submission of a sworn statement made by the former staff member before a Notary Public, Commissioner of Oaths or similar official in the country of relocation to the effect that the former staff member has relocated to a country other than that of the last duty station, and that the relocation is not temporary in nature. The statement shall also include the date and place of relocation, and the address and telephone number of the former staff member in the country of relocation. The statement must be submitted as an original document.

Section 5
Amount and computation of the grant

5.1 After the minimum period of qualifying service of five years has been completed, the repatriation grant shall be calculated at the rates specified in annex IV to the Staff Regulations and on the basis of the number of completed years and months of continuous qualifying service counted in accordance with section 2 of the present instruction.

5.2 Payment of the repatriation grant shall be calculated as follows:

(a) For staff in the Professional and higher categories, on the basis of the staff member's gross salary at the time of separation, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i);

(b) For staff in the Field Service category, on the basis of the staff member's gross salary at the time of separation, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i), plus language allowance, if any;

(c) For staff in the General Service and related categories, on the basis of the staff member's gross salary, including language allowance, if any, and non-resident's allowance in respect of staff entitled to payment of such allowance under staff rule 13.8, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (ii) applied to the gross salary alone.

5.3 Where both spouses are staff members and each is entitled, on separation, to payment of a repatriation grant, and taking into account staff rule 4.7, payment shall be made to each, at the rate for a staff member with neither a spouse nor a dependent child at the time of separation, according to their respective entitlements. Where dependent children are recognized, the first parent to be separated may claim payment at the rate applicable to a staff member with a spouse or dependent child. In this event, the second parent may, on separation, claim payment at the rate for a staff member with neither a spouse nor a dependent child at the time of separation for the whole period of qualifying service. Alternatively, if eligible, the second parent may claim payment at the rate for a staff member with a spouse or dependent child for the whole period of qualifying service, from which shall be deducted the difference between the rate for a staff member with a spouse or dependent child and the rate for a staff member with neither a spouse nor a dependent child of the repatriation grant paid to the first parent.

5.4 The amount of the grant shall be adjusted in accordance with the provisions of staff rule 4.17 (c) for staff members appointed by the United Nations within 12 months of separation from any other organization of the United Nations common system.

Section 6
Payment in case of death of eligible staff member

6.1 Payment of the grant to a surviving spouse or one or more dependent children under staff rule 3.19 shall be subject to evidence satisfactory to the Secretary-General of the survivors' relocation from the country of last duty station of the deceased staff member.[2]

6.2 The requirement of section 6.1 above shall normally be satisfied by submission of a sworn statement by the surviving spouse or, where appropriate, the legal representative of the dependent child or children, to the effect that they have relocated to a country other than that of the last duty station, and that the relocation is not temporary in nature. The statement shall also include the date and place of relocation, and the address and telephone number of the survivors in the country of relocation. The statement must be submitted as an original document.

6.3 If there is one such survivor, payment shall be made at the rate for a staff member with neither a spouse nor a dependent child at the time of separation; if there are two or more such survivors, payment shall be made at the rate applicable to a staff member with a spouse or dependent child.

Section 7
Time limitation for submission of claims

7.1 Pursuant to staff rule 3.19, entitlement to a repatriation grant shall cease if no claim, with evidence of relocation as defined by sections 4.2 or 6.2 above, has been submitted within two years after the effective date of separation.[2]

7.2 However, when both spouses are employed by the Organization and the spouse who separates first is entitled to a repatriation grant, the claim for payment of the grant by that spouse shall be considered receivable if made within two years of the date of separation of the other spouse.[2]

Section 8
Final provisions

8.1 As a transitional measure, a staff member who was eligible for a repatriation grant under staff rule 3.19 and ST/AI/2000/5 in effect on 30 June 2016, but who is no longer eligible for such a grant under the present instruction, shall be paid a repatriation grant in accordance with the schedule set out in annex IV to the Staff Regulations in effect on 30 June 2016 for the number of years of qualifying service accrued as at 30 June 2016.

8.2 The present administrative instruction shall enter into force on 1 July 2016.

8.3 Administrative instruction ST/AI/2000/5 is hereby abolished.

(*Signed*) Yukio **Takasu**
Under-Secretary-General for Management